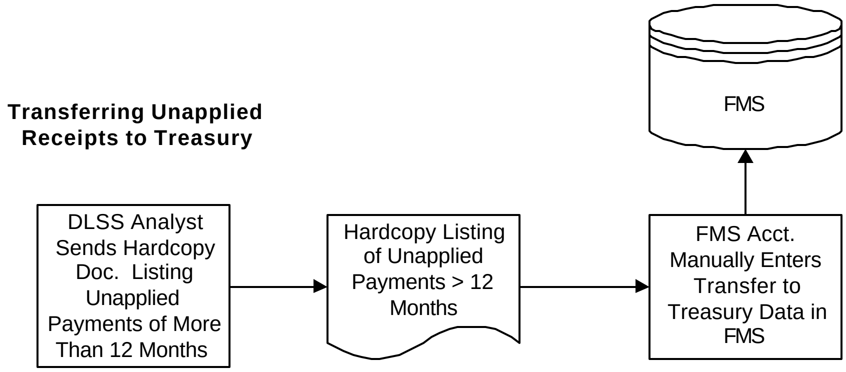
Enter Unapplied Receipts using ADI

Scope

This procedure details the steps to manually enter unapplied receipts into Oracle GL using ADI. Unapplied receipts are entered when Direct Loan Servicing receives money that it could not apply to an account.

Process Flow

The following flow details the beginning-to-end process for unapplied receipts. This procedure details the steps ACS/Rockville and SFA CFO perform to upload the DLSS data into the SFA FMS.


Transferring Unapplied Receipts to Treasury
DLSS Analyst Sends Hardcopy Doc. Listing Unapplied Payments of More Than 12 Months
Hardcopy Listing of Unapplied Payments > 12 Months
FMS Acct. Manually Enters Transfer to Treasury Data in FMS
FMS

Ownership

ACS/Rockville is responsible for receiving the data from DLS Center in Utica, NY, populating it in the Excel template worksheet, and sending it onto SFA CFO Accounting Division.

SFA CFO Accounting Division is responsible for validating the data and manually uploading the template into FMS using ADI.

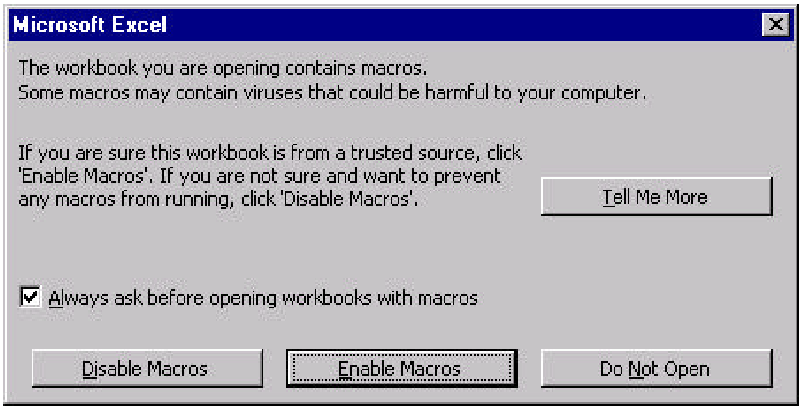
Activity Preface

This activity is performed whenever SFA CFO needs to resolve borrower payments that are incomplete and cannot be processed towards a borrower's account due to lack of information.

ACS/Rockville Accountant

Create a Journal Entry

1. Open the "Unapplied Template" worksheet. The "Microsoft Excel" window opens with a Macros message.

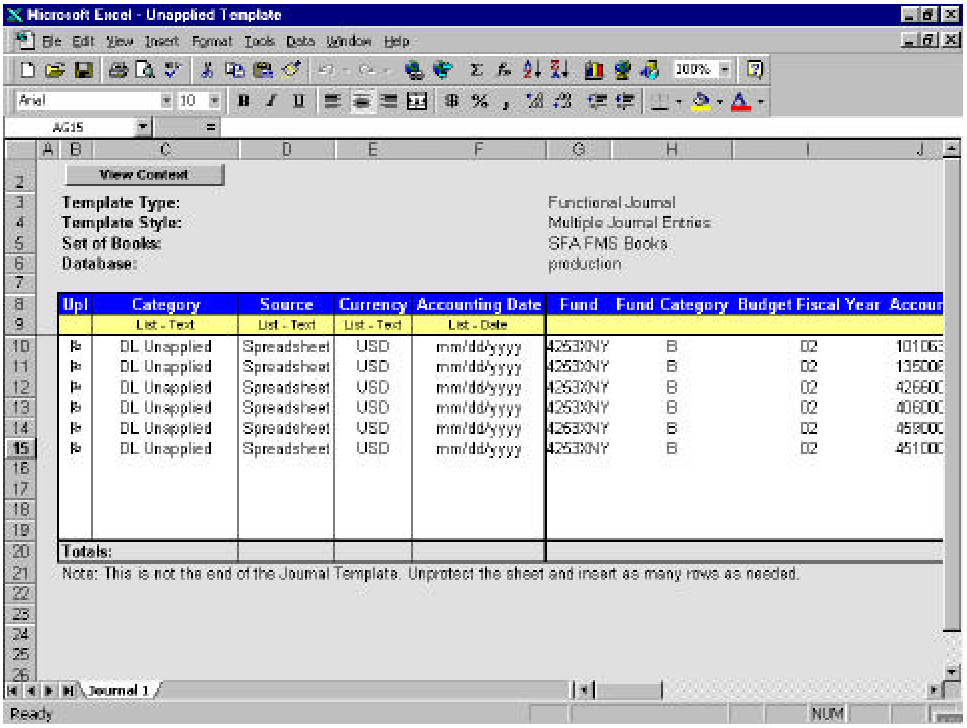


The workbook you are opening contains macros.
Some macros may contain viruses that could be harmful to your computer.

If you are sure this workbook is from a trusted source, click 'Enable Macros'. If you are not sure and want to prevent any macros from running, click 'Disable Macros'.

☑ Always ask before opening workbooks with macros

2. Click on the **Enable Macros** button. The "Unapplied Template" worksheet opens.


Microsoft Excel - Unapplied Template
File Edit View Insert Format Tools Data Window Help
Arial
10
100%
AG15
View Content
Journal 1
Ready
NUM

Template Type: Functional Journal
Template Style: Multiple Journal Entries
Set of Books: SFA FMS Books
Database: production

Upl	Category	Source	Currency	Accounting Date	Fund	Fund Category	Budget Fiscal Year	Accour
	List - Text	List - Text	List - Text	List - Date				
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	10106
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	13500
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	4266
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	4060
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	4590
⚑	DL Unapplied	Spreadsheet	USD	mm/dd/yyyy	4253XNY	B	02	4510
Totals:								

Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.

FYI: For each Unapplied journal line entry, the following fields are constant. These fields are pre-populated in the "Unapplied Template". The constant values for Cancelled Checks are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Category	ALPHANUMERIC - CONSTANT	DL Unapplied
Source	ALPHANUMERIC - CONSTANT	Spreadsheet
Currency	ALPHANUMERIC - CONSTANT	USD
Fund	ALPHANUMERIC - CONSTANT	4253XNY
Fund Category	ALPHANUMERIC - CONSTANT	B
Organization	ALPHANUMERIC - CONSTANT	ENJB0000
Account	NUMERIC – CONSTANT	101063, 426600, 459000, 135006, 406000, 451000
Limitation	ALPHANUMERIC - CONSTANT	A10
Object Class	ALPHANUMERIC - CONSTANT	69022
Activity	ALPHANUMERIC - CONSTANT	000
CFDA	ALPHANUMERIC - CONSTANT	268

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Cohort Year	ALPHANUMERIC - CONSTANT	CN
Sector	ALPHANUMERIC - CONSTANT	N
Source Code	ALPHANUMERIC - CONSTANT	SV
Cost Code	ALPHANUMERIC - CONSTANT	LRD3
Institution	ALPHANUMERIC - CONSTANT	00000000000
Loan/Grant Type	ALPHANUMERIC - CONSTANT	00
Line DFF 2	ALPHANUMERIC - CONSTANT	91020006

All other field values are unique and must be individually entered in the template. For each unapplied journal line entry, the following fields are not constant. The unique values for unapplied receipts are the following:

COLUMN DESCRIPTION	COLUMN TYPE	COLUMN VALUE
Upl	N/A	N/A
Accounting Date	DATE	<Transaction Date MM/DD/YYYY - Posting Date>
Budget Fiscal Year	ALPHANUMERIC	<Budget Fiscal Year>
Debit	NUMERIC	<Debit Amount>
Credit	NUMERIC	<Credit Amount>
Batch Name	ALPHANUMERIC	<Batch Name>
Batch Description	ALPHANUMERIC	<Batch Description>
Journal Name	ALPHANUMERIC	<Treasury Reference #>
Journal Description	ALPHANUMERIC	<Unapplied – Treasury Schedule #>
Line Description	ALPHANUMERIC	<SSN# - if available>
Line DFF 1	ALPHANUMERIC	< Treasury Schedule #>
Line DFF 3	DATE	<Treasury Confirmation Date DD-MMM-YYYY>

3. Click on the first white line of the **Category** column.

4. Verify “DL Unapplied” is entered.

5. Tab to the **Source** column and verify “Spreadsheet” is entered.

6. Tab to the **Currency** column and verify “USD” is entered.

7. Tab to the **Accounting Date** column and enter the date entered in <DD-MMM-YYYY> format.

8. Tab to the **Fund** column and verify “4253XNY” is entered.

9. Tab to the **Fund Category** column and verify “B” is entered.

10. Tab to the **Budget Fiscal Year** column and enter the specific two-digit budget fiscal year.

11. Tab to the **Account** column and Verify the appropriate accounts.

FYI: For unapplied receipts, the following six accounts should be debited and credited:

Debit	**Credit**
135006	101063
406000	426600
451000	459000

Note: Each account debited and credited requires a line entry.

12. Tab to the **Organization** column and verify “ENJB0000” is entered.

13. Tab to the **Limitation** column and verify “A10” is entered.

14. Tab to the **Object Class** column and verify “69022” is entered.

15. Tab to the **Activity** column and verify “000” is entered.

16. Tab to the **CFDA** column and verify “268” is entered.

17. Tab to the **Cohort Year** column and verify “CN” is entered.

18. Tab to the **Sector** column and verify “N” is entered.

19. Tab to the **Source Code** column and verify “SV” is entered.

20. Tab to the **Cost Code** column and verify “LRD3” is entered.

21. Tab to the **Institution** column and verify “00000000000” is entered.

22. Tab to the **Loan/Grant Type** column and verify “00” is entered.

23. Tab to the **Debit** or **Credit** column and enter the numeric debit or credit amount. Refer to Step 11 to determine debit and credit information.

24. Tab to the **Batch Name** column and enter the <Batch Name>.

25. Tab to the **Batch Description** column and enter the <Batch Description>. Use a descriptive reference, such as the Category or specific type of manual adjustment.

26. Tab to the **Journal Name** column and enter the < Treasury Reference Number>.

27. Tab to the **Journal Description** column and enter <Unapplied – Treasury Reference #>.

28. Tab to the **Line Description** and enter the <SSN> (if available).

29. Tab to the **Line DFF1** column and enter the < Treasury Reference Number>.

30. Tab to the **Line DFF2** column and verify “91020006” is entered.

31. Tab to the **Transaction Date** or **Line DFF3** column and enter the Treasury Confirmation Date in the following format: ‘DD-MMM-YYYY. (e.g., ‘01-JAN-2002). **Note**: Ensure there is an apostrophe before the date and that the month is in all CAPS. This formats the date correctly as text.

32. The **Line DFF4** column should be blank.

33. Repeat Steps 3-32 for each required journal entry line.

FYI: See tables in Step 2 to identify which fields are constant and which fields are unique for each journal line entry. To minimize manual data entry, copy the original journal line entry and paste it into the next journal line fields. Update any unique field values for that journal entry line.

34. When completed, save the worksheet with a temporary name.

Use the following naming convention:

Manual Entry	**Naming Convention**	**Example**
Unapplied Receipts	*MMMDLUNAPPLIEDMMDDYY.xls*	JANDLUNAPPLIED010402.xls

The *MMDDYY* used in the name should be the date of entry.

35. Email the completed worksheet to the following people:
    - Lolita Caburian at lolita.caburian@ed.gov
    - Geeta Gupta at Geeta.gupta@ed.gov
    - Charlene Faunteroy at charlene.faunteroy@ed.gov
    - Cheryl Carrington AT cheryl.carrington@ed.gov
    - Ryan Townsend at ryan.townsend@ed.gov

SFA CFO General Ledger SuperUser

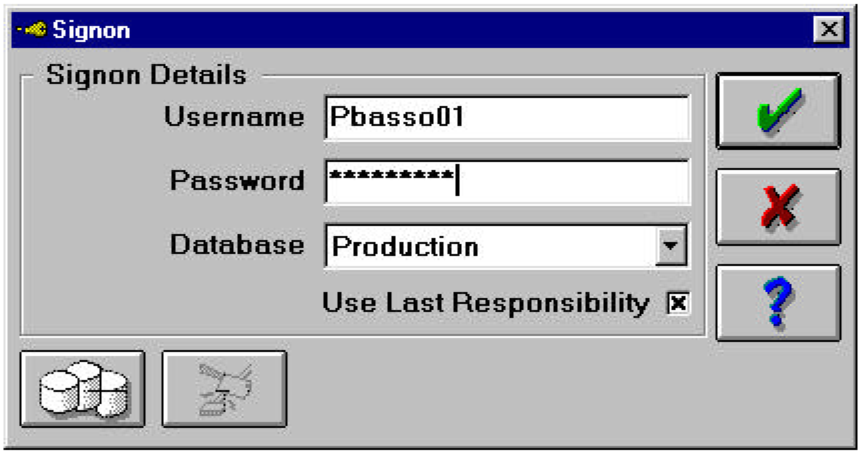
Once the journal entries have been created in the template, they need to be uploaded into the SFA FMS manually for processing. SFA CFO Accounting Division performs the manual upload using Oracle's Application Desktop Integrator (ADI).

This activity shows how to upload the ADI Excel template into SFA FMS.

Getting Started with ADI

36. Select Programs / Oracle ADI /Applications Desktop Integrator from the Start Menu. The ADI toolbar appears.

37. Click the **Signon** button from the **ADI** toolbar. The "Signon" window appears.



Signon

Signon Details

Username Pbasso01

Password *********

Database Production

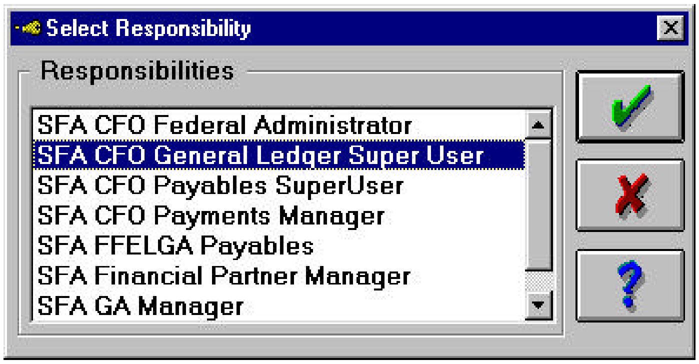
Use Last Responsibility ☒

38. Tab to the **Username** field and type your Oracle Applications username.

39. Tab to the **Password** field and type your Oracle Applications password.

FYI: The first time you sign-on to ADI, you will need to have your application set-up in the production database. Please contact the FMS help desk for assistance. The help desk can be reached at 1-800-433-7327, option 3.

40. Click the ✓ button. The "Select Responsibility" window appears.



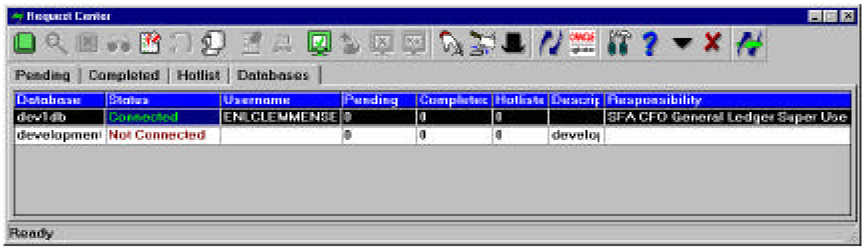
Select Responsibility

Responsibilities

- SFA CFO Federal Administrator
- SFA CFO General Ledger Super User
- SFA CFO Payables SuperUser
- SFA CFO Payments Manager
- SFA FFELGA Payables
- SFA Financial Partner Manager
- SFA GA Manager

41. Select your assigned GL responsibility.

42. Click the ✓ button. The "Request Center" window appears with the **Status** field indicating that you are connected.



Database	Status	Username	Pending	Completec	Hotlists	Descrip	Responsibility
dev1db	Connected	ENLCLEMMENSE	0	0	0		SFA CFO General Ledger Super Use
developmen	Not Connected		0	0	0	develo	

43. Click the **Minimize** button to minimize the "Request Center" window.

Import a Journal into SFA FMS using ADI

44. Open the temporary worksheet which ACS/Rockville sent to SFA CFO Accounting Division.

45. Validate the journal entries.

FYI: When logged into ADI, you may double-click on a cell to bring up a List of Values for the specific field.

FYI: Excel templates contain macros that users cannot see. Be careful when formatting cells and making significant changes.

FYI: The SFA FMS General Ledger supervisor should review and approve all journal entries prior to importing the worksheet into Oracle.

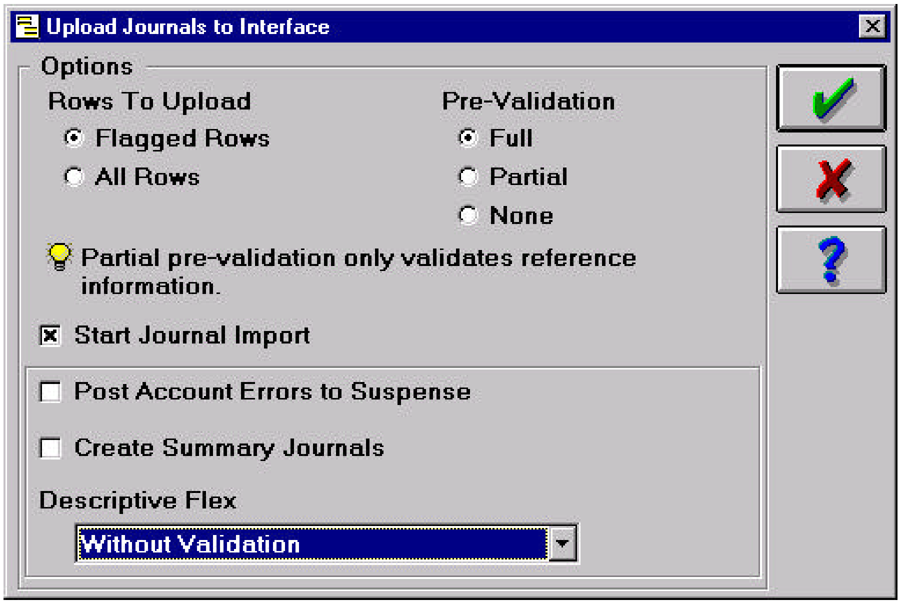
46. Click the Icon on the **ADI** Toolbar.

Before you Import the Data into General Ledger:

- ☐ Did you Verify and Validate the data in the ADI spreadsheet? To ensure that ACS/Rockville entered the data correctly, verify all the fields for the correct accounting data and format. Pay close attention to the following:
  - ✓ Did they use the latest version of the ADI template?
  - ✓ Did they enter the correct **Category**?
  - ✓ Did they enter the correct **Accounting Date** (this is the date the journal entry will be posted)?
  - ✓ Did they enter the descriptive flexfields (DFFs) correctly? Verify the data in the **DFF1, DFF2, DFF3,** and **DFF4** columns. It is imperative that the date in **DFF3** is entered in the correct Oracle format: DD-MMM-YY (e.g., 08-FEB-02).

- Do not ever let a journal import post to a suspense account. If the template is out of balance and has errors, check the debits and credits.

47. Select the **Upload to Interface** icon. The “Upload Journals to Interface” window appears.



Upload Journals to Interface

Options

Rows To Upload
● Flagged Rows
○ All Rows

Pre-Validation
● Full
○ Partial
○ None

Partial pre-validation only validates reference information.

☒ Start Journal Import

☐ Post Account Errors to Suspense

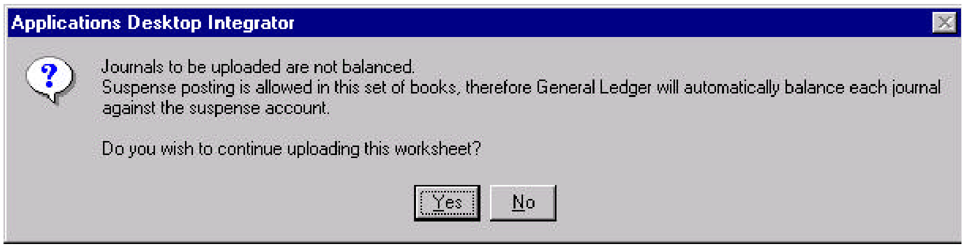
☐ Create Summary Journals

Descriptive Flex: Without Validation

48. Ensure that the default values, **Rows to Upload: All Rows** and **Pre-Validation: Full,** are selected.

49. Select **Without Validation** from the **Descriptive Flex** dropdown.

50. Click the ✓ button to initiate the Journal Import process via Oracle Applications Desktop Integrator. If the credits and debits in the journal are not balanced, an “Applications Desktop Integrator” window appears prompting the user whether to continue.



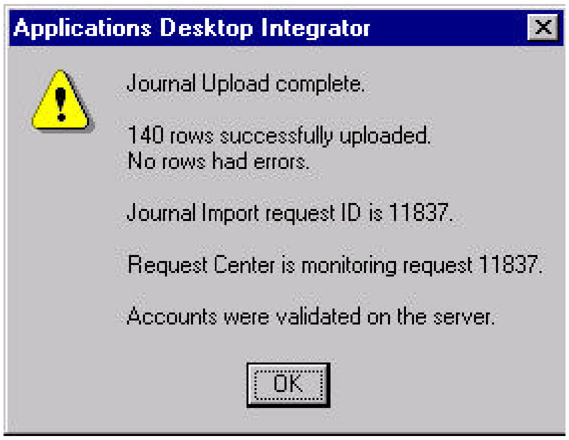
Applications Desktop Integrator

Journals to be uploaded are not balanced.
Suspense posting is allowed in this set of books, therefore General Ledger will automatically balance each journal against the suspense account.

Do you wish to continue uploading this worksheet?

51. Click **No** to return to the Journal worksheet.

52. Click **Yes** to continue importing the journal. An “Applications Desktop Integrator” window will appear that states that the Journal has been successfully uploaded and identifying the Journal Import request ID #.



Journal Upload complete.

140 rows successfully uploaded.
No rows had errors.

Journal Import request ID is 11837.

Request Center is monitoring request 11837.

Accounts were validated on the server.

53. Click the **OK** button.

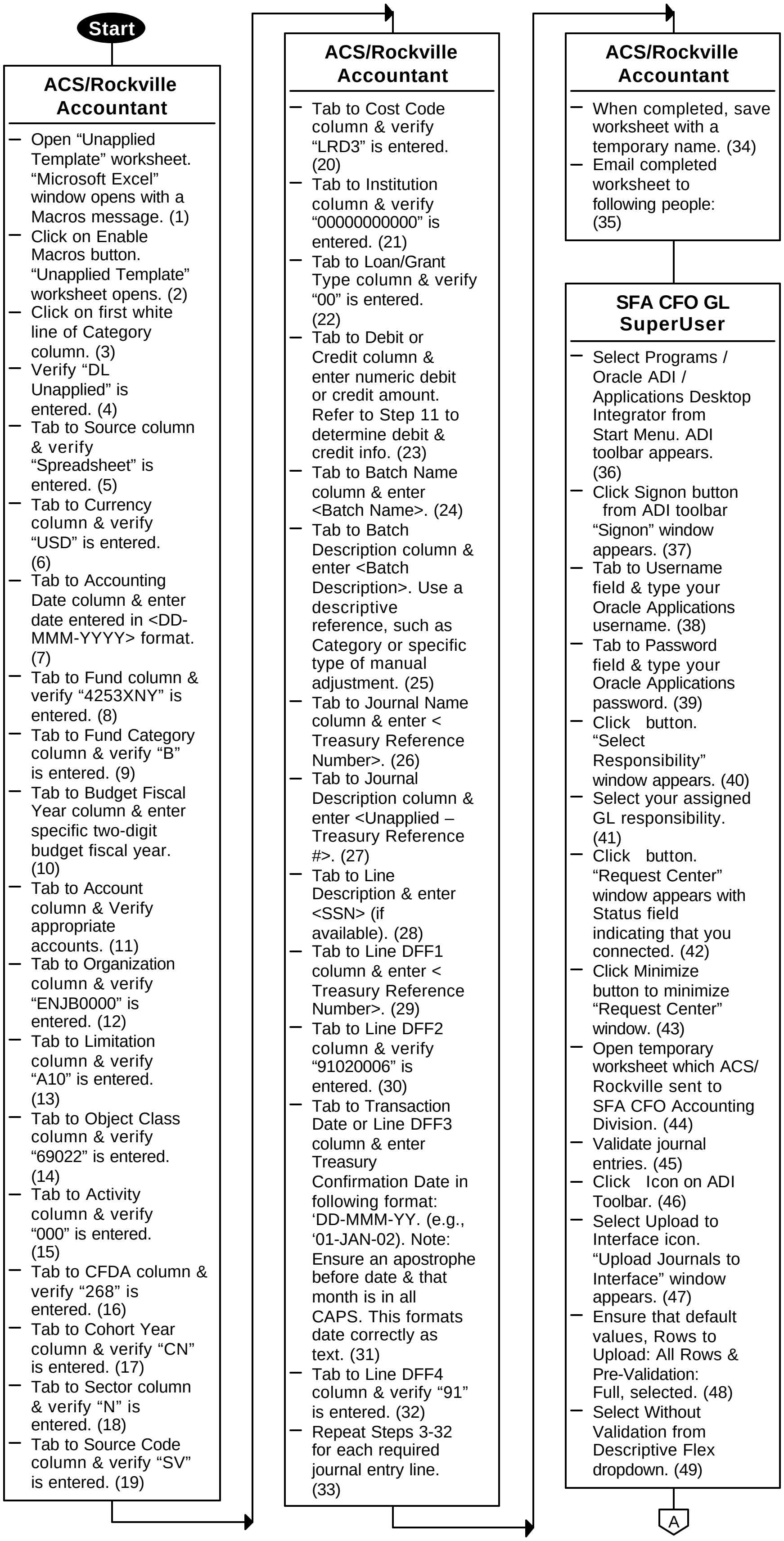
54. Rename the worksheet with the Journal Import request ID # (e.g. 11837.xls) and save it the appropriate directory.

55. Proceed to the “Review and Post a Journal Batch” procedure to post the journal entries in the General Ledger.

Before you Post the Manual Journal Entries:

- ☐ Did you Verify that the journal entries came across to the General Ledger correctly? To verify, ensure that the batch total matches the total of the ADI spreadsheet. Also, review the descriptive flexfields of one journal entry to ensure that they translated correctly into Oracle GL. If there is a problem with the batch of journal entries, resolve the error in the ADI spreadsheet, delete the batch in Oracle FMS, and re-run the import procedure.
- ☐ Did you post at the batch level? By posting the batch, you ensure you post all the journals in that batch.

End of activity.



ACS/Rockville Accountant

- Open “Unapplied Template” worksheet. “Microsoft Excel” window opens with a Macros message. (1)
- Click on Enable Macros button. “Unapplied Template” worksheet opens. (2)
- Click on first white line of Category column. (3)
- Verify “DL Unapplied” is entered. (4)
- Tab to Source column & verify “Spreadsheet” is entered. (5)
- Tab to Currency column & verify “USD” is entered. (6)
- Tab to Accounting Date column & enter date entered in <DD-MMM-YYYY> format. (7)
- Tab to Fund column & verify “4253XNY” is entered. (8)
- Tab to Fund Category column & verify “B” is entered. (9)
- Tab to Budget Fiscal Year column & enter specific two-digit budget fiscal year. (10)
- Tab to Account column & Verify appropriate accounts. (11)
- Tab to Organization column & verify “ENJB0000” is entered. (12)
- Tab to Limitation column & verify “A10” is entered. (13)
- Tab to Object Class column & verify “69022” is entered. (14)
- Tab to Activity column & verify “000” is entered. (15)
- Tab to CFDA column & verify “268” is entered. (16)
- Tab to Cohort Year column & verify “CN” is entered. (17)
- Tab to Sector column & verify “N” is entered. (18)
- Tab to Source Code column & verify “SV” is entered. (19)

ACS/Rockville Accountant

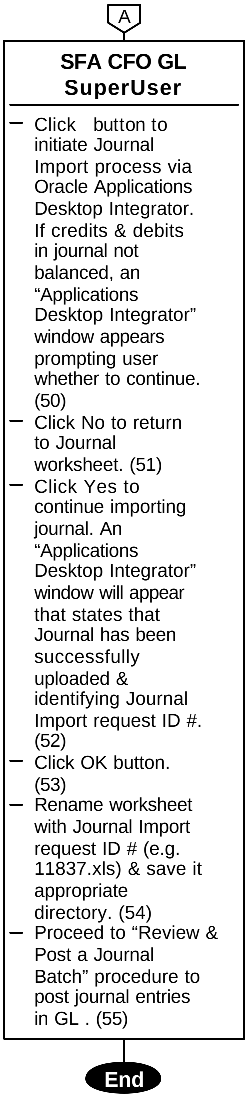
- Tab to Cost Code column & verify “LRD3” is entered. (20)
- Tab to Institution column & verify “00000000000” is entered. (21)
- Tab to Loan/Grant Type column & verify “00” is entered. (22)
- Tab to Debit or Credit column & enter numeric debit or credit amount. Refer to Step 11 to determine debit & credit info. (23)
- Tab to Batch Name column & enter <Batch Name>. (24)
- Tab to Batch Description column & enter <Batch Description>. Use a descriptive reference, such as Category or specific type of manual adjustment. (25)
- Tab to Journal Name column & enter < Treasury Reference Number>. (26)
- Tab to Journal Description column & enter <Unapplied – Treasury Reference #>. (27)
- Tab to Line Description & enter <SSN> (if available). (28)
- Tab to Line DFF1 column & enter < Treasury Reference Number>. (29)
- Tab to Line DFF2 column & verify “91020006” is entered. (30)
- Tab to Transaction Date or Line DFF3 column & enter Treasury Confirmation Date in following format: ‘DD-MMM-YY. (e.g., ‘01-JAN-02). Note: Ensure an apostrophe before date & that month is in all CAPS. This formats date correctly as text. (31)
- Tab to Line DFF4 column & verify “91” is entered. (32)
- Repeat Steps 3-32 for each required journal entry line. (33)

ACS/Rockville Accountant

- When completed, save worksheet with a temporary name. (34)
- Email completed worksheet to following people: (35)

SFA CFO GL SuperUser

- Select Programs / Oracle ADI / Applications Desktop Integrator from Start Menu. ADI toolbar appears. (36)
- Click Signon button from ADI toolbar “Signon” window appears. (37)
- Tab to Username field & type your Oracle Applications username. (38)
- Tab to Password field & type your Oracle Applications password. (39)
- Click button. “Select Responsibility” window appears. (40)
- Select your assigned GL responsibility. (41)
- Click button. “Request Center” window appears with Status field indicating that you connected. (42)
- Click Minimize button to minimize “Request Center” window. (43)
- Open temporary worksheet which ACS/ Rockville sent to SFA CFO Accounting Division. (44)
- Validate journal entries. (45)
- Click Icon on ADI Toolbar. (46)
- Select Upload to Interface icon. “Upload Journals to Interface” window appears. (47)
- Ensure that default values, Rows to Upload: All Rows & Pre-Validation: Full, selected. (48)
- Select Without Validation from Descriptive Flex dropdown. (49)



SFA CFO GL SuperUser

- Click button to initiate Journal Import process via Oracle Applications Desktop Integrator. If credits & debits in journal not balanced, an “Applications Desktop Integrator” window appears prompting user whether to continue. (50)
- Click No to return to Journal worksheet. (51)
- Click Yes to continue importing journal. An “Applications Desktop Integrator” window will appear that states that Journal has been successfully uploaded & identifying Journal Import request ID #. (52)
- Click OK button. (53)
- Rename worksheet with Journal Import request ID # (e.g. 11837.xls) & save it appropriate directory. (54)
- Proceed to “Review & Post a Journal Batch” procedure to post journal entries in GL . (55)